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CHEESE GRADER'S MEMORANDUM NO. 12A

To: F. D. A. Cheese Graders

From: B. J. Ommodt, Senior Marketing Specialist, Inspection and Grading Division, Dairy & Poultry Branch

Subject: Supplemental Instructions to Cheese Grader's Memorandum No. 12

(1) Grader's memorandums should be prepared in quadruplicate. The original and three copies should be sent to the office typing the certificate and one copy should be left at the warehouse where the cheese is graded. The office typing the certificate should attach one copy of the grader's memorandum to the original certificate and instruct the vendor to submit it with the original certificate and copies to DPMA when presenting invoice for payment. DPMA require that the grader's memorandum be attached to the certificate for auditing purposes.

(2) It is the policy of DPMA to accept cheese packed in new boxes only. If there is any change in this policy, you will be notified accordingly. In some instances, graders are requested to grade cheese packed in used boxes for transfer later to new boxes. In this event, the transfer of the cheese from the old boxes to the new boxes must be made under the supervision of the grader. If it is not possible for the grader to supervise the re-packing, it will be permissible for the vendor to have the cheese transferred and later spot checked by the grader. In no instance should the grading certificate be released until it is determined by the grader that the cheese has been re-packed in new boxes.

(3) Graders must not accept vats of cheese showing over 39% moisture on the vendor's certified moisture report. The grader should instruct the vendor to mail the certified moisture report in triplicate to the office typing the certificate. When the cheese is offered on the standard basis, the grader should check the moisture records maintained by the company.

(4) We again call your attention to the proper marking of the cheese and containers. The cheese should be stamped prior to grading as follows: Name or factory number, date of manufacture and vat number, name of product (cheddar cheese), name of state where manufactured (O.P.A. requirement). Containers should be clearly stenciled or stamped on one side with the name of the product, net weight, vendor's name and address, date of manufacture and vat number, lot number and whether the cheese is white or colored. Square boxes should be marked on top with the legend, "Stow This Side Up." The statement of the box maker, guaranteeing the containers to meet cheese container specifications FSC-1714B, must also be shown on the containers. The contract number and such additional legend as may be required by DPMA may be stenciled on the containers after grading. Scale boards are required next to the top and bottom and between each individual cheese.

(5) In taking samples of cheese for moisture determination, the plug taken from each vat should vary in proportion to the quantity or poundage of the cheese in each vat. The sample plug should be taken from the end to the center of the trier plug and vary in length from one-half to one and one-half inches according to the poundage in the vat. The cheese from which the sample is taken should be plugged about half way between the outside edge and center. When a carlot contains both No. 1 and No. 2 cheese, the samples covering both grades should be included in the same can. Samples of cheese taken for moisture determination and sent to the Laboratory for analysis should be packed in insulated containers and marked "perishable." During hot weather and when samples are likely to be in transit for more than 24 hours, the samples should be packed with dry ice. Do not pack with natural ice. It is important that the samples be pre-cooled before shipment. Avoid shipping samples to arrive on Sundays.

(6) Samples for moisture determination in the Midwest and Eastern areas should be sent pre-paid by the contractor (express where possible) to Dr. O. J. Kahlenberg, Dairy & Poultry Branch, 5 South Wabash Avenue, Chicago, Illinois. Samples in the State of Washington should be sent to Mr. Louis Arrigoni, Assistant State Chemist, University of Washington, Bagley Hall, Seattle, Washington. Samples in all other Western States should be sent to Mr. Ray M. Schumacher, 366 Guerrero Street, San Francisco, California.

(7) We are attaching to this Memorandum, two sample copies of cheese grading certificates; one covering cheese purchased directly by Dairy Products Marketing Association and the other cheese purchased on the Wisconsin Cheese Exchange. The certificates must, in all instances, show separately detailed information with reference to total number of boxes and poundage of each grade. The style and type of cheese (white or colored) should also be indicated. Do not fail to indicate the specific type of containers and whether or not they are wire strapped. If a carlot contains cheese in more than one type of container, the number of boxes of each type must be indicated.

B.J. Amundt